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Deno -
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8 January 1954

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MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Proposed Revision of Regulation [redacted]
Supergrades

(Job #483-DLM)

1. The subject Regulation, which has been revised to incorporate changes in connection with the establishment of an Office of Personnel and the appointment of an Assistant Director for Personnel, is submitted herewith for authentication.
2. In paragraph 3a the Assistant Director for Personnel has been included as one of the officials authorized to initiate and sign requests for supergrade personnel actions. The only other basic change is reflected in paragraph 3b which has been changed to state that such actions will be processed to the Assistant Director for Personnel, instead of to the Deputy Director (Administration).
3. Coordination has been effected only with the Personnel Office.

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Chief, [redacted] Staff

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Attachment
Proposed [redacted]

RCS-DLM/mrf

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PERSONNEL
18 January 1954

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REGULATION

SUPERGRADES

Rescission: 29 June 1953

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1. GENERAL

This Regulation establishes the policy and outlines procedures to be followed for personnel actions involving positions in supergrade categories.

2. POLICY

There is established within the CIA classification system a supergrade position structure which will include grades GS-16, GS-17, and GS-18 positions, and the three special grades authorized by 63 Stat. 208, Central Intelligence Agency Act of 1949.

3. PROCEDURE

- a. Requests for supergrade personnel actions will be initiated and signed by the Deputy Director (Plans), the Deputy Director (Intelligence), the Deputy Director (Administration), the Director of Training, the Assistant Director for Communications, or the Assistant Director for Personnel, as applicable.
- b. Requested actions will be processed to the Assistant Director for Personnel, who will review all requests for supergrade personnel actions and forward them with his recommendations to the Director of Central Intelligence for approval.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

15/ 12 Jan 54
L. K. WHITE
Acting Deputy Director
(Administration)

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